

Subject: Re: CPRA request (SCBID.2018.03.30.a)
From: Rita Moreno <rita.moreno@lacity.org>
Date: 04/03/2018 09:02 AM
To: JOHN WALKER <john@thescbd.com>

Hi John,

I know it's time consuming, but you do need to respond within 10 days. Your response acknowledges receipt and lets the requester know which documents you do or do not have and whether you need additional time to compile them.

The easiest way to look for emails with the listed domains (1-16), is to simply type "hollywoodbid.org" in the search field to see what comes up within the time period requested. If none come up, then there are no responsive records for that particular subject and you move on.

If you are on contract with the SCBID to administer the BID, you can provide the contract.

For the emails between staff and the BID board, most of them are likely able to be disclosed, unless they contain personnel related and legal matters. You can print them as PDF documents along with any attachments and that preserves the original email, unless you use an email program that allows you to save or store the emails in the format he is requesting. You are only required to provide the records in their original format (no manipulation of content).

If your agendas and minutes are posted on your website, you can provide a link to the site where they can be found. If you have any that are not posted, but have an electronic copy, you can print them as PDFs and provide them. It's a good idea to keep them posted online as archives for anyone wishing to see them.

Hope this helps.

Rita

On Sat, Mar 31, 2018 at 12:58 PM, JOHN WALKER <john@thescbd.com> wrote:
Rita -

Is this a request that we need to reply to?

It will take time and money to locate some of this information, even if we have